

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM

Chief, PMES/OPPPM  
1006 Ames

EXTENSION

NO.

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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OPPPM encourages your participation and, where feasible, that of members of your panel/board in the attached survey, which is self-explanatory. We would appreciate receiving your response within 3 weeks of receipt of the survey. The data will be analyzed collectively and no individual panel or board will be identified in any reports of findings. If you have any questions, please call

OPPPM/PMES, STAT

Panel Survey of the Performance Appraisal System

The following information is being requested from all Agency career boards and panels. The intent is to receive the greatest amount of input from those most directly involved as we evaluate the performance appraisal system which was effective 1 October 1979. Your cooperation in furnishing us with complete answers, made as detailed as you feel necessary, will be very helpful as the OPPPM completes its evaluation which will be reported to the DCI. When possible your answers should reflect the collective experience and views of your career board/panel.

1. Compare the new performance appraisal system with the former Fitness Report and describe the ways you feel one is better than the other in serving your needs. Please comment specifically about the usefulness of the Evaluation of Potential. If you have reviewed Performance Appraisal Reports with the Advanced Work Plan attached, please comment about their value for your purposes.
2. Identify the information sources (e.g., Performance Appraisals, interviews with supervisors, soft files) you use in your evaluations and the approximate percentage each provides in affecting your decisions. Other than the performance appraisal material, what source has proven to be most valuable and why?
3. In your judgment would additional information on each employee be helpful toward improving the validity of the comparative evaluation process? If so, please describe the kinds of data you feel would be useful (do not concern yourself with the source but rather with the nature of the information).

PLEASE ATTACH YOUR RESPONSE TO THIS SURVEY FORM AND RETURN TO C/PMS/OPPPM, 1006 AMES.